

BY ORDER OF THE COMMANDER



SAFB SUPPLEMENT 1

AETCI 36-3001

8 November 1999

Personnel

**ISSUE AND CONTROL OF AETC
CIVILIAN IDENTIFICATION (ID) CARDS**

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OPR: 82 SFS/SFOXI (SSgt Wallace)

Certified by 82 SFS/SFOX (MSgt Purtle)

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HQ AETC/SFOX

AETCI 36-3001, 30 September 1999, is supplemented as follows:

1.1. The installation commander has designated the AETC Form 58 to be used at SAFB.

2.1. The installation commander has identified procedures for personnel entering or leaving the base in SAFB Supplement 1 to AFI 31-209.

2.2. The 82 SFS (SFOXI) will issue and control all AETC Forms 58 for SAFB.

4.1. Extended period is defined as 12 months or longer. All contractors with a contract of less than 12 months will be issued an AF Form 75.

6.2.1. **Sponsor.** This is the individual or activity representative vouching for the applicant's need for installation access. (For example, Phoenix Management hires a civilian to work on base. Phoenix Management is the sponsor and 82 CONS (Contracting Officer) is the verifying official.)

6.2.2. **Verifying Official.** This is the person verifying the applicant's eligibility for installation access. (For example, Sheppard Elementary School hires a civilian to work on base. Sheppard Elementary School is the sponsor and 82 SPTG/CCE is the verifying official.)

6.2.2.1. (Added)(SAFB) A signature card or appointment letter with signatures of verifying officials will be maintained on file at SFOXI. All listed verifying officials are responsible for providing SFOXI with current appointment letters and/or signature cards. Verifying officials are also responsible for ensuring that these items are kept current.

6.2.2.2. (Added)(SAFB) The individuals in the following positions are designated as verifying officials and are authorized to verify an applicant's eligibility for long term installation access. The listed verifying officials can only sign DD Forms 1172 for those personnel listed adjacent to the verifying official's position.

| VERIFYING OFFICIAL | ORGANIZATION/CATEGORY OF APPLICANT |
|--|---|
| 82 SPTG/CCE | Sheppard Elementary School employees |
| 82 CONS/Contracting Officer(s) | All base contractors |
| 82 SVS/Human Resources Officer | Civilians employed by 82 SVS functions that are not authorized AF Forms 354 (Soccer coach, lifeguards, etc.) |
| 82 MSS/DPC (Civilian Personnel Officer) 82 MSS/DPCS (Personnel Actions Clerks) 82 MSS/DPCT (Civilian Personnel Customer Service Reps) 82 MSS/DPE (University Employees) | All base civilian employees |
| AAFES Manager AAFES HRO Manager | All AAFES concessionaires requiring identification |
| 82 CPTS/CC (Bank Liaison Officer) | Sheppard Bank employees Union Square Federal Credit Union employees |
| 82 LG/LGST | SATO employees |
| 82 CS/SCX 82 CS/SCM 82 CS/SCB 82 CS/SCS | Employees of Baker Communications US Post Office employees (SAFB branch) Employees of WP Photo Services |
| 82 TRW/CCP | Distinguished Visitors |

6.2.2.3. **Procedures for verification:** The applicant or sponsor will complete the DD Form 1172. Once the DD Form 1172 is completed and signed by the sponsor, it will be brought to the responsible verifying official (indicated above) for signature. The verifying official is responsible for ensuring that the applicant is eligible for base access (is a valid contract employee, civilian employee, etc.) The applicant handcarries the completed DD Form 1172 to the pass and registration office. The pass and registration clerk will verify that the signature of the verifying official is authentic by comparing it to the signature card or verifying official appointment letter (with signatures). If the DD Form 1172 is validated, the pass and registration clerk will issue the AETC Form 58 to the applicant.

10. Surrender and Destruction of AETC Form 58. The AETC Form 58 is a controlled form and must be surrendered for destruction when it expires, is in need of replacement, the original requirement for issuance ends, or the individual terminates employment or entitlement. In addition, the AETC Form 58 must be surrendered for destruction when the installation commander, sponsor, or verifying official revokes the holder's employment or entitlement. Sponsors and/or verifying officials are responsible to retrieve the AETC Form 58 in any of the aforementioned situations and return it to 82 SFS/SFOXI. In cases where the card cannot be retrieved from the individual, notify SFOXI immediately.

10.2. Sponsors or verifying officials must immediately notify 82 SFS/SFOXI when an AETC Form 58 is confiscated. A follow-up written notification detailing the circumstances involved must be forwarded to 82 SFS/SFOXI within 72 hours. If the confiscation was due to the fraudulent use of the AETC Form 58, the written notification will be forwarded to the Security Forces Investigation section (SFOI). If required, SFOI will investigate the fraudulent use and take appropriate action.

★11. History of instruction: Previously known as **AETCR 30-1/STC Sup 1**, 15 Jan 93. The instruction was changed 7 Oct 96 to reflect current number.

TIMOTHY J. KAUFMAN, Colonel, USAF
Vice Commander